



## **Regional Service Council Minutes Region # 14**

**Meeting Date:** May 20, 2008

**Meeting Location:** Bartholomew Co. DCS Conference Room

**Council Members Present:** Helen Jackson, Heather Mollo, Ruth Alewine, Tammi Hickman, Jack Tandy, Laura Gentry, Susie Hodnett, Mark Loyd, & Shana Bolden

**Council Members Absent:** Dennis Carmichael & Jim Brown

**Others in Attendance:** Scott Stewart & Jim Poulos, George Jr.; Penny Pitcock, Johnson Co. Director; Mary McKinney, Family Services; Karla Davis, Children's Bureau; Susie Ross, Johnson Co. DCS; Cameron Young, Resource; Lynne Wisneski, Resolute; Dan Turner, Options; Kelly Bauermeister, Centerstone; Mike Frye, Columbus Behavioral Center.

<h3><b>Meeting Minutes</b></h3>
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**Meeting Called to Order at:** 8:30

- 1. First Order of Business Summary of Discussion:** Karla Davis gave members updates and handouts on CPCS. Karla gave members a brief summary of financials and referrals for April. They had 40 referrals and are serving 38 families. Karla mentioned to the members about the \$300 max amount per family and asked if that should be a lifetime amount or per enrollment. She is concerned that clients are using their services as if CPCS is a trustee. In order to receive funds, clients must be enrolled and have goals. Karla mentioned that Celia Leaird at DCS Central Office has mentioned to go back to schools and see if any families will need summer services. Karla also mentioned that DCS referrals are ok, but just not substantiated ones. Judge Loyd asked what difference it makes if they are sub'd or unsub'd referrals. Karla replied that it looks like a failure on the part of CPCS and Ruth mentioned that CPCS is designed to be a prevention program and that if DCS subs a case that DCS is supposed to intervene with services for the family. Judge Loyd commented that it is better to give services for three to four weeks while investigating. Karla mentioned that they had their first parent support group meeting in Jennings County at the library; no one came, but they will continue to schedule them. They will

have summer office help provided by high school students. Karla commented that the Steering Committee will meet in June for quarterly meeting. Jackson, Jennings & Shelby will be meeting today and they are meeting with all five counties once per month.

**2. Second Order of Business Summary of Discussion:** Ruth handed out the RSC Protocol to members for discussion, (see below the RSC Protocol Draft). Ruth commented that the membership changes did not need to be in place by July, but we can begin to approach folks to add in the new members. Judges in the Region will need to decide who they would like to have represent them on RSC. Ruth also mentioned that under the membership requirements the RSC will need two active foster parents, two DCS Supervisors and one youth who is receiving or has received services. Members will also need to decide on a Vice Chair person, meeting times (monthly, bi-monthly or quarterly) and location. Ruth mentioned that four members would need to be physically present in order to constitute a quorum; others may join in telephonically or electronically, but can not vote via e-mail. Each RSC will develop a Strategic Plan and the first of those is due February 2, 2010. The Child Protection Plan will also be developed by the RSC, with that also being due February 2, 2010. Since the current plan will expire this year, Ruth will check to see if DCS will be developing the plan for 2009. Ruth mentioned that RSC are encouraged to do “Providers Fairs”. Judge Tandy remarked that the statute that established the RSC does not contain duties that the draft protocol includes—he posed the questions of whether the RSC had to follow all the duties described in the protocol and whether the RSC could decide to do additional things. Ruth indicated she would get these questions and input to Central Office DCS as considerations for the protocol.

**3. Third Order of Business Summary of Discussion:** Ruth mentioned the House Bill 1001 changes to members. As of January 1, 2009 there will no longer be a Family and Children Fund. All expenses will be paid at state level. Bills for 2008 services will be paid from county funds and bills for services on after January 1, 2009 will be paid by State. Any services that local offices now provide will need have to have a contract in 2009. There will no longer be a local tax levy for services provided to CHINS or Probation children. For Probation services or placements, Probation will submit their service or placement request to DCS for approval. DCS will either approve the request or offer to the Judge an alternate plan. If the Judge orders the plan of Probation without DCS approval, DCS may appeal. If the Judge’s decision is overturned, the county will have to pay for the ordered services, not DCS. Judge Mollo commented that she understood

that children would have to be IV-E eligible or receive IV-B services. Ruth commented that the work that Region 14 has been doing with Scott Phillips has had an influence in the way that DCS is proposing to handle the services and placement requests from Probation. The State will hire 34 to 36 services consultants that will operate somewhat like Scott does in our Region. Judge Mollo asked if our region would lose Scott and Ruth replied that we will still use him although he may be asked to do some training of the new consultants.

**4. Fourth Order of Business Summary of Discussion:** Ruth asked Penny to present detail on the three Child Welfare Services funds requests that needed to be voted on for Johnson County. One request was for funds for Turning Point for \$20,000. The other two were for existing programs run by Community Corrections, one that works with schools in Johnson County around dealing with kids that are absent or tardy and the other for doing Family Functional Therapy for Community Corrections clients; each program is to receive \$20,000. Judge Tandy motioned, Judge Mollo seconded, and the motion for funding passed. Judge Loyd abstained. Ruth updated members on the Region's plans to take foster parent training in-house: Ruth has asked Penny to serve as the liaison to work with our FAKT coordinators and our own licensing staff who will be doing the training; two of our FCMs have attended the Training of Trainers to be able to conduct the FAKT training and the other three FCMs and Penny will attend this training in August; this will enable to start being a part of the training team that conducts FAKT in the Region. Ruth explained that the counties had recommended (and the RSC had approved) that we use Anna Pollert as our FAKT Coordinator. However, in meeting with Anna it has been found that she cannot handle all 5 our counties; thus, Ruth asked that the RSC allow the Region to contract with Foster Parent Training, Inc., to serve only Johnson County. Judge Mollo made the motion, Susie Hodnett seconded and motion passed. Ruth informed members that we need to approve the second six months of 2008 services by Scott Phillips. Judge Mollo commented that Bartholomew Courts and Probation are happy with the job Scott has been doing. Susie Hodnett motioned, Tami Hickman seconded, motion passed.

**5. Other Comments or Questions:** Judge Mollo asked if the practice indicators are going to be looked at as to prioritize planning and Ruth said that the intent is to use those for Plans that the Region and the RSC develop. Dennis is the Data Lead for the Region and he will have some specific duties around helping the local offices and the RSC understand the data and plan for how to improve our practice so that we can see improvements in the indicators.

Ruth announced to members and guests that she would be retiring in August, 2008.

**Next Meeting Date, Location and Time:**

July 15, 2008 – 8:30- 10:00

September 16, 2008 – 8:30- 10:00

Bartholomew County DCS Conference room

**Meeting Adjourned at: 9:52**

**Regional Services Council Protocol  
DRAFT  
Updated as of May 16, 2008**

Service(s) availability and delivery is critical to the protection of children and families. It is believed that this process of service delivery and availability is best done at the local level. Therefore, the Regional Services Councils as a regional governing body is set out in state statute effective July 1, 2008.

Experience and statistics demonstrate that rural communities often have neither the demand for, nor the capacity to deliver a wide variety of services. This is made more complicated since each individual case presents difficult and expensive needs or a changing variety of issues and needs. Finally, this is often true in medium and larger population counties as well.

In order to address these issues, including the need for coordination in wider geographic and geopolitical boundaries, the Regional Services Council presents a solution. This Protocol will assist in the process of determining service availability, delivery and effectiveness. It is intended to be a guideline protocol and each region should use it as a basis for making services available in the region.

### **Membership**

The make-up of the Regional Services Council will depend on the number of counties in the Region. If the Region consists of at least 3 counties, the Regional Services Council is made up of the following voting members.

- 1) The Regional Manager, who shall serve as chair of the committee.
- 2) Three local Judges having juvenile jurisdiction
- 3) Three Local Directors in the region
- 4) Two Family Case Manager Supervisors from the Region (need 1)
- 5) Two Case Managers from the Region (need 1)
- 6) Two licensed Foster Parents from the Region(need 1)
- 7) One Guardian ad Litem/CASA from the Region
- 8) One Prosecuting Attorney or their designee in the Region (need 1)
  
- 9) One resident of the Region who is at least 16 years old and less than 25 years of age and who has received or is receiving services through funds provided, directly or indirectly, through the Department. This person will serve in a non-voting capacity. (need 1)
- 10) The parent of a child who has received or is receiving services through funds provided, directly or indirectly, through the Department . This person will serve in a non-voting capacity. [This is an optional member, not statutory.] (need 1)

If the service region consists of one or two counties, the Regional Services Council must include at least the following members from the region:

- 1) Three employees from the Region, including the Regional Manager
- 2) One juvenile court judge or judicial hearing officer
- 3) Two members who are designees of a juvenile court judge
- 4) Two Family Case Manager Supervisors from the Region
- 5) Two Family Case Managers from the Region
- 6) One licensed Foster Parent from the Region
- 7) One Guardian ad Litem/CASA from the Region
- 8) One member who is a prosecuting attorney or the prosecuting attorney's designee
- 9) One resident of the Region who is at least 16 years old and less than 25 years of age and who has received or is receiving services through funds

provided, directly or indirectly, through the Department. This person will serve in a non-voting capacity.

- 10) The parent of a child who has received or is receiving services through funds provided, directly or indirectly, through the Department . This person will serve in a non-voting capacity. [This is an optional member, not statutory.]

### **Selection of Judges having Juvenile Jurisdiction**

The Judges should meet in the manner best selected by them – in person, telephonic, e-mail, etc. – and choose those who will serve as the voting members of the Regional Services Council. Once selected, the names should be submitted to the Regional Manager and the Director of the Indiana Department of Child Services. The designated Judge(s) may designate in writing a proxy to serve as a voting member of the Council if he or she is unavailable for a Council meeting.

### **Selection of Prosecuting Attorney**

The Prosecuting Attorneys should meet in the manner best selected by them – in person, telephonic, e-mail, etc. and select one individual to serve as the voting member of the Regional Services Council. Once selected, the name should be submitted to the Regional Manager and the Director of the Indiana Department of Child Services. The designated Prosecuting Attorney may designate in writing a proxy to serve as a voting member of the Council if he or she is unavailable for a Council meeting.

### **Selection of Other Membership**

The Director of the Department shall appoint the remaining membership of the Regional Services Council based on recommendations from the Regional Manager determined as follows:

#### **Selection of Local Directors**

It has been suggested that it would be inappropriate for the Local Directors to represent the same counties represented by the Judges having Juvenile Jurisdiction. However, it remains with the Local Directors to discuss among themselves their representatives on the Regional Services Council with the Regional Manager making the final determination.

#### **Selection of the Supervisors**

The Supervisors will be selected by the Regional Manager after consideration of recommendations made by the Local Directors. In no event should the Supervisors represent the same county as the Local Directors, unless otherwise agreed upon by all of the Local Directors and the Regional Manager.

#### **Selection of the Family Case Managers**

The Family Case Managers will be selected by the Regional Manager after consideration of recommendations made by the Local Directors. In no event should the Family Case Managers represent the same county as Local Directors, unless otherwise agreed by all Local Directors and the Regional Manager.

### **Selection of Foster Parent**

If there is a foster parent association or membership, formal or informal, in the region where the selection is to be made, the choice of the foster parent representative should be made by that association. If there is not an association, formal or informal, then the foster parent representative may be chosen in a manner determined by the above-mentioned members of the Regional Services Council. One method, only as a suggestion, is to have each County Director nominate a foster parent as they may determine, and then ask those foster parents to meet and choose among them, a representative. The goal is to make the selection of this position as meaningful and as open as possible, so that a broad base of representation is available.

### **Selection of Guardian ad Litem/CASA**

If there is a GAL/CASA association or membership in the region where the selection is to be made, the choice of GAL/CASA representation should be made by that association. If there is not an association then the GAL/CASA representative may be chosen in a manner determined by the above-mentioned members of the Regional Services Council providing that the GAL/CASA is a representative of a “certified” program. One method, only as a suggestion, is to have each County Director nominate a GAL/CASA as they may determine, and then ask those GAL/CASA to meet and choose among them, a representative.

The ultimate intent is to ensure that there is broad based representation bringing experience, common sense, advocacy and commitment to the responsibility inherent in the Regional Services Council. It is agreed that Lake County and Marion County may modify the membership requirements above as long as the core membership outlined above is followed and the Council is representative of the needs of the respective counties given the personnel available.

### **Selection of Youth**

The individual should be a resident of the service region. The individual must have received or be receiving services through funds provided, directly or indirectly through the Department. This individual will serve in a nonvoting capacity. Nominations should be made by Region Managers with input from DCS staff and providers in the region.

### **Selection of Parent**

The individual should be a resident of the service region. The individual must be the parent of a child(ren) who has/have received or be receiving services through funds provided, directly or indirectly through the Department. This individual will serve in a

nonvoting capacity. Nominations should be made by Region Managers with input from DCS staff and providers in the region.

### **Membership on the Council**

Each member of the Regional Services Council shall serve at the pleasure of the member's appointing authority.

### **Selection of a Vice Chairperson**

The membership of the Regional Services Council shall, at the first official meeting, elect one member to serve as Vice Chairperson.

### **Meetings**

The meetings shall be chaired by the Regional Manager or Vice Chairperson who shall provide sufficient notice of meetings taking into account the schedules of all members. While, coordinating the Regional Services Council will be a very difficult task, the importance of the Regional Services Council cannot be understated.

### **Notice**

Notice should be given in a manner best agreed upon by all of the parties and it is suggested that the first meeting be held at a time convenient to all members of the Council so that organizational issues may be addressed and agreed upon. Thereafter, it is entirely possible that not all members of the Council can meet at the stated or agreed upon date, time and place at all times. Therefore, for the first meeting, telephonic or other arrangements should be made to coordinate the date, time, place, and length of the organizational meeting. Thereafter, all members of the Council should agree on the date, time, place and length of the meeting and the manner in which the meeting shall be held. It is recommended that the meetings be scheduled at a regular time so that all members can plan and attend subsequent meetings.

Notice for the meetings, whether previously scheduled or scheduled individually, must contain the date, time and place of the meeting, the agenda and the items requiring action at that meeting.

### **Open Door Policy**

Regional Service Council meetings fall under the Open Door Law as specified in IC 5-14-1.5-5. In compliance with these requirements, all Regional Service Council meetings will:

1. Post the date, time and location of monthly meetings at least 48 hours before the meeting. Once meeting schedules are established, annual posting of the



regularly scheduled meetings will be placed on the Department of Child Services Web-Site.

2. Deliver a notice by regular mail, electronic mail or fax to all news media that request written notice.
3. Post the Agenda no less than 48 (forty eight) hours prior to the start of the meeting at the entrance of the meeting location.

### **Quorum**

A majority of the voting members appointed to serve on the Council constitutes a quorum for the transaction of official business. This means that at least **four** voting members of the Council must be physically present to conduct business. The remaining membership may join telephonically. While electronic attendance is acceptable, no e-mail voting is permissible. As long as a majority of the voting membership is present (either physically or telephonically) the Council can convene to conduct business. The Council can discuss the items on the agenda, but would be unable to vote on action items.

For those members who can appoint a proxy to represent them for voting purposes, a RSC Proxy Form must be utilized prior to the meeting. The form will allow the member to indicate the name of the proxy and the time frame during which the proxy will serve as a representative to the Council.

### **Meeting Location**

Meeting location should be a place centrally located so that all parties have the same or equal opportunity to attend based on travel distance. Arrangements should be made ahead of time to ensure that not only "Council Members", but all interested parties, agencies or groups have the opportunity to attend, witness, and participate.

### **Agenda**

The agenda should be prepared at least two weeks before a scheduled meeting and sent to all members of the Regional Services Council for consideration of additional agenda items or comment on those listed. Any changes/modifications should be sent to the Regional Manager at least one (1) week prior to the meeting. The finalized agenda must be sent to all members of the Regional Services Council and posted to the DCS website.

### **Frequency of Meetings**

Since the new statutes modifying the Regional Services Council take effect July 1, 2008, the first organizational meeting of the Council should be scheduled sometime in July, 2008. Meetings shall continue at least quarterly, with sufficient notice to the parties to make arrangements for the members to participate. If a meeting must be cancelled for any reason (i.e. severe weather) another meeting must be called within the quarter.

If the Regional Manager or the Vice Chairman of a Regional Services Council determines that there are sufficient agenda items to convene an additional meeting for a particular quarter, prompt notice will be provided to all attendees and other parties who wish to be notified, and a notice will be posted at the meeting site and on the website.

### **Minutes**

Keeping accurate minutes is an important requirement of the Regional Services Council. Because of the significance of the Regional Services Councils, the minutes will document the participation, topic and conclusion. At the beginning of each meeting, the Regional Manager or the Vice Chair shall appoint a designee to maintain the minutes in as accurate detail as possible. All minutes shall be recorded on the standardized RSC Minute Template in order to track similar information from all Regions.

In addition to the meeting minutes, the memoranda must also state the name of each member who was physically present at the place where the meeting took place, the names of those who participated in the meeting by using an approved means of communication, and any absent members.

The minutes should be sent by email to all members of the Regional Services Council, parties who are in attendance and request the minutes, parties who may have requested the minutes whether they were present or not, to the Director of the Department of Child Services, the Chief of Staff and the Deputy Director of Programs and Services. The minutes may also be posted on the Department of Child Services website.

### **Conduct of Meeting**

The conduct of the meeting should be one of an open format and follow all guidelines of the "Open Door" law. The agenda should be followed to ensure that the time set for the meeting is respectful of the importance of the Regional Services Council and the time of the members of the Council. In all respects, open communication and dialogue is important. Roberts Rules of Order shall be followed at all times during the meeting.

### **Regional Service Council Duties**

#### **Biennial Regional Services Strategic Plan**

Each Regional Services Council shall develop a biennial Regional Services Strategic Plan (Plan) that is tailored to provide services targeted to the individual needs of children who:

- (1) have been either:

- (A) adjudicated as, or alleged in a proceeding initiated under IC 31-34 or IC 31-37 to be, children in need of services or delinquent children; or
- (B) identified by the Department, based on information received from:
  - (i) a school;
  - (ii) a social service agency;
  - (iii) a court;
  - (iv) a probation department;
  - (v) the child's parent or guardian; or
  - (vi) an interested person in the community having knowledge of the child's environment and family circumstances;

and after an informal investigation, as substantially at risk of becoming children in need of services or delinquent children; and

- (2) Have been referred to the Department by, or with the consent of, the child's parent, guardian, or custodian for services to be provided through the plan based on an individual case plan for the child.

The Council shall also recommend in the Plan, or any revision, addition or update relating to the implementation of the Plan, the allocation and distribution among service providers of funds that:

- (1) the Department allocates to the service region, and
- (2) are used to pay for the expenses of child welfare programs and child services administered by the Department within the region.

The Council, in developing the Plan, shall review and consider existing publicly and privately funded programs that are available or that could be made available in the Region's service delivery area to provide supportive services to or for the benefit of children described previously without removing the child from the family home, including programs funded through the following:

- (1) Title IV-B of the Social Security Act (42 U.S.C. 620 et seq.)
- (2) Title IV-E of the Social Security Act (42 U.S.C. 670 et seq.)
- (3) Title XX of the Social Security Act (42 U.S.C. 1397 et seq.)
- (4) The Child Abuse Prevention and Treatment Act (42 U.S.C. 5106 et seq.)
- (5) Special education programs under IC 20-35-6-2
- (6) All programs designed to prevent child abuse, neglect, or delinquency, or to enhance child welfare and family preservation administered by, or through funding provided by, the Department, local offices, prosecuting attorneys, or juvenile courts, including programs funded under IC 31-26-3.5 and IC 31-40
- (7) A child advocacy fund under IC 12-17-17

The Council may include in its Plan, a program for provision of family preservation services that:

- (1) is or will be in effect in the Region's service delivery area
- (2) includes services for a child less than 18 years of age who reasonably may be expected to be considered for out-of-home placement under IC 31-34 or IC 31-37 as a result of:
  - (A) abuse or neglect
  - (B) emotional disturbance; or
  - (C) delinquency adjudication; and
- (3) addresses all objectives of family preservation services.

The Plan shall include a detailed listing of the projected costs of the services recommended by the Regional Services Council.

Each Regional Services Council shall transmit its completed Plan to the Director of the Department of Child Services not later than February 2 of each even-numbered year. Within 60 days after receiving the Plan, the Program Department will do one of the following:

- (1) Approve the Plan as submitted by the Council
- (2) Approve the Plan with amendments, modifications, or revisions
- (3) Return the Plan to the Council with directions concerning:
  - (A) subjects for further study and reconsideration; and
  - (B) re-submission of a revised Plan.

### **Child Protection Plan**

A community child protection team is established in each county. The community child protection team is a countywide, multidisciplinary child protection team. The team must include the following thirteen (13) members who reside in, or provide services to residents of, the county in which the team is to be formed:

- (1) The director of the local office that provides child welfare services in the county or the local office director's designee.
- (2) Two (2) designees of the juvenile court judge.
- (3) The county prosecuting attorney or the prosecuting attorney's designee.
- (4) The county sheriff or the sheriff's designee.
- (5) Either:
  - (A) The president of the county executive in a county not containing a consolidated city or the president's designee; or
  - (B) The executive of a consolidated city in a county containing a consolidated city or the executive's designee.
- (6) A director of a court appointed special advocate or guardian ad litem program or the director's designee in the county in which the team is to be formed.
- (7) Either:
  - (A) A public school superintendent or the superintendent's designee; or
  - (B) A director of a local special education cooperative or the director's designee.
- (8) Two (2) persons, each of whom is a physician or nurse, with experience in pediatrics or family practice.
- (9) Two (2) residents of the county.
- (10) The chief law enforcement officer of the largest law enforcement agency in the county (other than the county sheriff) or the chief law enforcement officer's designee.

The director of the local office serving the county shall appoint, subject to the approval of the Director of the Department, the members of the team under subsection (a)(7), (a)(8), and (a)(9).

The community child protection team shall prepare a periodic report regarding the child abuse and neglect reports and complaints that the team reviews under this chapter. The periodic report may include the following information:

- (1) The number of complaints under section 6 of this chapter that the team receives and reviews each month.
- (2) A description of the child abuse and neglect reports that the team reviews each month, including the following information:
  - (A) The scope and manner of the interviewing process during the child abuse or neglect investigation.
  - (B) The timeliness of the investigation.
  - (C) The number of children removed from the home.
  - (D) The types of services offered.
  - (E) The number of child abuse and neglect cases filed with a court.
  - (F) The reasons that certain child abuse and neglect cases are not filed with a court.

Before February 2 of each even-numbered year, each Regional Services Council, after a public hearing, shall:

- (1) Prepare a local plan for the provision of child protection services; and
- (2) Submit the plan to:
  - (A) The Director; after consultation with local law enforcement agencies;
  - (B) Each juvenile court within the region;
  - (C) The community child protection team as provided for in IC 31-33-3-1; and
  - (D) Appropriate public or voluntary agencies, including organizations for the prevention of child abuse or neglect.

The local plan must describe the implementation of this article in the Region by the department, and the county office, including the following:

- (1) Organization.
- (2) Staffing.
- (3) Mode of operations.
- (4) Financing of the child protection services.
- (5) The provisions made for the purchase of service and interagency relations.

Consistent with State policy, all requirements for a public hearing must be followed. This includes providing the date(s) and location(s) of the public hearings and a copy of the notice to the local newspapers in the Region 30 days prior to the hearing.

### **Early Intervention Plan and Other On-Going Duties**

A regional services council shall meet at least quarterly to do the following:

- (1) Develop, review, or revise a strategy for implementation of an approved plan that identifies:
  - (A) The manner in which prevention and early intervention services will be provided or improved;
  - (B) How local collaboration will improve children's services; and
  - (C) How different funds can be used to serve children and families more effectively.
- (2) Reorganize as needed and select its vice chairperson for the ensuing year.
- (3) Review the implementation of the plan and prepare revisions, additions, or updates of the plan that the regional services council considers necessary or

appropriate to improve the quality and efficiency of early intervention child welfare services provided in accordance with the plan.

Regional Services Councils shall also review all applications to establish a new child welfare program, or to continue or modify an existing child welfare program, that are submitted by a court, county executive, private nonprofit agency or organization, or an interested person based on guidelines and instructions issued by the Department. The application shall be transmitted to the Regional Services Council for the county, region, or geographic area of Indiana that the applicant proposes to serve. Each Regional Services Council must review and submit its recommendations to the director in conformity with procedures established by the Department.

### **Participation of the Public at Meetings**

During the meeting, the Regional Manager shall conduct the meeting in such a way that all members of the public who are in attendance, particularly those who serve children and families in the region may be heard based on scheduled agenda items and/or time available. Those who are present and wish to discuss issues should be respectful of the agenda, the time limit of the meeting and the Regional Services Council members. Therefore, the Regional Manager shall have sufficient authority to restrict or limit dialogue and discussion so that items on the agenda can be heard.

While Regional Service Council Meetings are open to the public, the public must follow the outlined steps below in order to present at these meetings. These measures are put into place so as to recognize and adhere to the Judicial Cannon of Ethics that all Judges must adhere to both in and out of the Courtroom.

1. At the conclusion of every agenda for a RSC meeting, there will be an opportunity for questions from the community.
2. Those wishing to participate in this portion of the meeting must submit their interest in being placed on the agenda at least one (1) week in advance of the scheduled Regional Service Council meeting to the Regional Manager who is hosting the meeting. This must be in writing, either by e-mail or written correspondence.
3. The Regional Manager will notify those who requested time to speak at the Regional Service Council Meeting on the Agenda during this portion of the meeting and advise the presenters as to the length of time they have to present. This time not to exceed five (5) minutes depending on the Agenda.
4. The Regional Manager will also provide all speakers placed on the Agenda of this protocol and the guidelines they must follow.

Documents distributed during the Regional Service Council meeting shall be made available to the public by request only. At the conclusion of the meeting, if a member from the public would like to receive a copy of the documents distributed during the Regional Service Council meeting, they must request this in writing to the Regional Manager who will then forward copies of the requested documents to that individual.

At no time should this be seen as an opportunity for an agency, program or individual to present, highlight or make reference to a specific program or service provided by their agency unless the agenda specifically calls for presentations of specific programs by providers. The Regional Manager has the ability to conclude any outside presenter's remarks if it is deemed that use of this time is inappropriate for the good of the meeting.

All Regional Services Councils are encouraged to work with all Community Partners and Providers to create an annual "Provider's Fair." This would allow those organizations interested in making presentations to the local offices the chance to put together one presentation for the entire Region. Regions are encouraged to collaborate to hold joint Provider Fairs. These events will be held at the discretion of the Regional Manager and Regional Service Council members.